

14 June 2001

Training

TRAINING AND CERTIFICATION PROGRAM
FOR PERSONNEL WORKING IN AMMUNITION OPERATIONS

Summary. This regulation establishes a training and certification program for personnel involved in munitions planning and operations.

Applicability. This regulation applies to all TRADOC installations and contractors. Installations and contractors requiring or desiring training for their employees should contact their procuring contracting officer for appropriate training information. Training costs will be paid in accordance with contract provisions.

Supplementation. Supplementation of this regulation is prohibited unless prior approval is obtained from Commander, TRADOC, ATTN: ATBO-H.

Suggested improvements. The proponent of this regulation is the Office of the Deputy Chief of Staff for Base Operations Support (DCSBOS). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATBO-HS, 5 North Gate Road, Fort Monroe, VA 23651-1048. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This regulation is available on the TRADOC Homepage at <http://www.tradoc.army.mil>

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- 1. Purpose.** This regulation directs a training and certification program for personnel involved in ammunition operations and planning, and establishes minimum requirements. It requires installations to ensure that only trained and certified personnel are permitted to participate in operations involving ammunition and explosives. This program is designed to increase the munitions safety awareness, technical knowledge, and operational proficiency of covered employees.

2. References. Related publications and referenced forms are listed in appendix A.

3. Explanation of abbreviations and terms. Abbreviations and terms used in this regulation are explained in the glossary.

4. Responsibilities.

a. The Commander, TRADOC, establishes and maintains policy for this program and ensures sources of training and technology are made available to accomplish stated purposes.

b. Commanders of installations with munitions missions will—
- (1) Assure the provisions of this regulation are available to all covered employees. Formal training is desirable for both supervisory and non-supervisory personnel as required by public laws.

(2) Serve as the certifying official (or appoint, in writing, an appropriate designee), establish an installation certification board, and act on the recommendations of the board. In lieu of convening the board, the certifying official may choose to route all actions/recommendations through the board members. A unanimous decision would be required to affect change.

(3) Provide for presentation of DA Form 87 (Certificate of Training) to certified employees at an appropriate ceremony. The commander, or his designated representative, should personally present certificates to individuals certified under this program.

c. Certification board will—

(1) Establish local procedures to govern the local certification process. Procedures should include, but not be limited to, board authority and responsibility, training requirements, granting, revoking certification and records maintenance.

*This regulation supersedes TRADOC Regulation 350-30 dated 9 December 1988.

(2) In conjunction with supervisors, identify positions requiring certification.

(3) Determine which courses listed in table 1 are required for individuals involved in ammunition operations or planning.

(4) Recommend qualified personnel to the certifying official for certification or recommend revoking certification of individuals.

(5) Ensure that copies of all applicable actions are maintained in appropriate records. The board will decide where and by whom the records will be maintained.

d. Installation/activity management and supervisory personnel will—

(1) Identify positions requiring certification to the certification board.

(2) Review records of certified employees and recommend refresher or additional training in order for these personnel to maintain certification.

(3) Notify the certification board of disciplinary actions, poor performance, or other actions that could adversely influence an individual's ability to work safely. Recommend revoking certification status of employees who fail to meet qualifications and requirements.

5. Scope.

a. This regulation applies to all TRADOC installations with a mission involving ammunition and explosives receipt, issue, storage, transportation and surveillance.

b. Certification by this regulation does not supplant basic job requirements established by the Office of Personnel Management, Department of Army (DA), or statutes. Nor does this regulation supersede or otherwise affect local training programs required by other regulations in areas of job orientation, safety, standing operating procedures or basic work principles provided to all employees. This document certifies personnel working with munitions received the required training or experience to work in a safe and professional manner.

c. This regulation applies to personnel involved in munitions planning and operations. This includes Department of the Army civil service employees (permanent and temporary), contractors, and military personnel.

6. Policy.

a. Except as outlined in paragraph 6b, no individual covered by this regulation will work with, or handle, any ammunition or explosives until successfully completing the requirements for certification (see table 1).

b. Employees pending certification may work with or handle ammunition or explosives if all of the following criteria have been met:

(1) All mandatory self-paced courses in table 1 have been successfully completed.

(2) Employee has confirmed slots and temporary duty travel approval for all other mandatory courses.

(3) Employee works under close supervision of certified personnel.

(4) Employee fulfills any other certification board requirements.

c. Employees who are certified through career program training are exempt from the provisions of this regulation. Examples are members of the Ammunition Management Career Program, and the Quality Assurance Specialist, (Ammunition Surveillance) career program. However, it is recommended that personnel in these career programs keep abreast of policy changes and train accordingly to maintain proficiency.

7. Certification requirements.

a. Employees in positions listed in figure 1 shall be certified. Certification is based on training, experience in munitions, satisfactory job performance, and approval by the certification official. (Note: Additional positions may be identified for inclusion at the discretion of the local certification board, based upon munitions related duties performed).

b. Non-contractor operations. Personnel participating in non-contractor munition operations will be certified in compliance with this regulation within 18 months of the date of the publication.

c. Contractor operations. All new/pending contracts or contracts being renegotiated will include a scope of work requiring compliance with this regulation by contractors performing work involving ammunition explosives. Contractor operations already in progress must comply with the requirements of this regulation within 24 months from the date of this regulation. Prior to implementation, contractor will submit training and certification plans to the Contracting Officer's Representative for approval.

d. Certification recommended by this regulation does not negate basic job requirements established by civilian personnel regulations.

e. Employees failing to successfully complete mandatory training will be reassigned to positions or duties not directly related to or involving ammunition and explosives receipt, issue, storage, transportation and surveillance.

f. Military personnel assigned to a specific "one-time" short-term project or bona fide emergency/operational exigency and while working under close supervision of certified personnel do not require certification. Military personnel working within their MOS (55B) do not require certification in those areas already covered by their MOS.

Table 1
Required training courses for ammunition certification

Positions M = Mandatory R = Recommended A = As required by assignment	Intro to Ammo	Tech Ammo	EPA MR Phase II/DA Equivalent	U.S. Army Explosives Safety	Technical Transportation of Hazardous Materials	General Transportation of Hazardous Materials	Standard Army Ammo System 1B (GCSS)	Familiarization and Safety Training	Class V Issue, Turn-in & Residue Recovery Procedures
DAC Course Number	AMMO-45-CBT	AMMO-60		AMMO-63-CBT	*AMMO-62	*AMMO-37		HM-126	AMMO-64 CBT
Hours of Training	Self-paced	3 wks, 3 days	Self-paced	Self-paced	2 weeks	1 week Refresher	3 weeks OMMCS	Self-paced	Self-paced
Ammunition Supply Point (ASP) Supervisor	M	M	M	R	R	R	M	M	M
ASP Wage Leader	M	R	M	R	R	R	R	M	M
ASP Munitions Handler	M	R	R	A	A	A	R	M	M
Standard Army Ammunition System-Modernization (SAAS-MOD) Operator	R	R	R				M	R	R
Vehicle Inspectors	M	R	R				R	M	
Ammo Residue Inspector	M	R	M	R	R	R	R	M	M
Surveillance Inspector	M	M	M		M	M	M	M	M
Safety Specialist	R		R	R				R	
Installation Training Ammunition Management Information System-Revised (TAMIS-R) Manager	R	R							
Qualified Recycling Program Ammo Residue Insp	M	R	M	R	R	R	R	M	M

NOTES:

1. Recommend Tech Ammo refresher training every 5 years.
2. Certification class AMMO 62 is required initially. AMMO 37 may be substituted for re-certification.

Position	Job Series
Laborer	WG-3502
Blocker and Bracer	WG-4602
Equipment Mechanic	WG-5352
Motor Vehicle Operator	WG-5703
Forklift Operator	WG-5704
Engineering Equipment Operator	WG-5716
Crane Operator	WG-5725
Munitions Inspector	WG-6502
General Foreman	WG-6502
Explosives Operator	WG-6502
Explosives Operator Leader	WL-6502
Explosives Operator Foreman	WS-6502
Planner Estimator (Explosives Operator)	WD-6502
Munitions Destroyer	WG-6505
Munitions Destroyer Leader	WL-6505
Munitions Destroyer Foreman	WG-6505
Toxic Materiel Handler	WG-6511
Material Handler	WG-6907
Material Handler Leader	WL-6907
Warehouse Foreman	WS-6907

Figure 1. Examples of typical covered positions

8. Training records and certificates.

a. Installations will record each individual's training and certification on existing DA training records. Records must be current and available for review.

b. DA Form 87 may be used, in addition to DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement), to recognize and document certification. This certificate should be presented to the recipient at an appropriate ceremony to acknowledge the individual achievement and importance of the program.

c. Installations will submit a status of their certification program annually. Reports are due 30 September and should be sent to Commander, HQ TRADOC, ATTN: ATBO-HS. Include names of all certified individuals, date certified and status of all employees pending certification.

Appendix A References

Section I

Related publications

AR 385-64
U.S. Army Explosives Safety Program
DA Pam 385-64
Ammunition and Explosives Safety Standards
TRADOC Reg 700-2
Ammunition

Section II

Referenced forms

DA Form 87
Certificate of Training
DD Form 1556
Request, Authorization, Agreement, Certification of Training and Reimbursement

Glossary

Section I

Abbreviations

ASP	Ammunition Supply Point
DA	Department of the Army
MOS	Military Occupational Specialty

Section II

Terms

Certification

The process of training, orientation, and verification to ensure personnel working with ammunition and explosives are capable of performing their duties in a safe, efficient, and professional manner.

Certification board

A locally established board typically comprised of directors/chiefs of organizations/supervisors of contract operations responsible for munitions activities or organizations responsible for munition activities, civilian personnel representatives, safety managers, senior quality assurance specialists (ammunition surveillance), and, if applicable, military and union representatives. The board is not limited to these individuals and may be expanded or reduced based upon the certifying official's decision.

Certification official

The local installation or activity commander or designated representative that has the final decision as to whether an individual is certified or if certification is revoked. This individual will not be a board member.

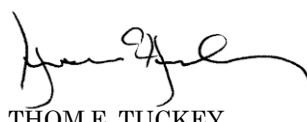
Munitions

Includes conventional ammunition and explosives, guided missiles and large rockets, and chemical surety materiel (both in bulk and ammunition form).

FOR THE COMMANDER:

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